oma State Hospital
sing Ward Routine & Procedure

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The Original of This Document is in
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ACCIDENTS INVOLVING STATE VEHICLES

1.0 The Security Department handles all accident reports involving State vehicles on or off the Hospital grounds.

2.0 If you are involved in an accident while operating a State vehicle, the following procedure is to be followed:

A. If no vehicle other than your own is involved, make a complete report of the pertinent facts in your own handwriting on Accident Report Form #270 which is in the glove compartment of vehicle. Sign your name and take to the Security Department IN PERSON within 24 hours.

B. If accident occurs on the Hospital grounds and involves other vehicles beside your own (whether State or private) or property damage, obtain license number of other vehicle, name of owner, the names of all witnesses and all other pertinent facts. Before moving vehicle, call the Security Office so that an investigation can be made if necessary.

3.0 If accident occurs off the Hospital grounds and does not involve any vehicle other than your own and there is no property damage, proceed as in 2.0-A above. Be sure to get the names of any witnesses who observed the accident.

3.1 If the accident occurs off the Hospital grounds and another vehicle is involved or any personal or property damage is sustained, where the damage is slight comply with the following:

A. Notify the proper authorities: California State Highway Patrol, City Police or County Sheriff's Office.

B. Notify the Security Office by telephone immediately. Do not attempt to move your vehicle.

C. Secure names of all witnesses and investigating officers.

3.2 If the accident occurs off the Hospital grounds and involves considerable property damage or personal injury, comply with the following:

A. Notify the proper authorities: California State Highway Patrol, City Police or County Sheriff's Office.

B. In event of serious bodily injury, notify the Security Office by telephone, and do not attempt to move vehicle or injured person or persons unless California Highway Patrol authorities direct you otherwise.

C. Secure names of all witnesses and investigating officers.

D. In any case, when you are driving a State-owned vehicle that is involved in an accident, no matter how slight, a report must be submitted to the Security Office within 24 hours on Accident Form #270. This procedure is required by State Law and is for your benefit.

POLICE POWERS AND FUNCTIONS OF THE SECURITY UNIT - cont.

9.0 The Security Unit will be concerned with the specific enforcement of this section which further states: The Business Manager and each police officer have all the powers of Peace Officers.

9.1 The Security Unit will be responsible for the regular patrolling of the grounds and periodic check-ups of the various cottages. Inquiries on the wards will be limited to the Officer checking with the Technician in charge, in the ward office, and ascertaining if all patients are present and everything is in order. If, upon examination, there appears to be an irregularity in the ward supervision that comes within the nature of a public offense, such as intoxication or improper conduct, the Security Officers have the authority to enter the ward for further investigation and action.

9.2 In the event of a disturbance or emergency on a ward, the Technician in charge will notify the switchboard operator who will in turn immediately notify the Security Officer to report to the designated cottage or area. The switchboard operator will then notify the Supervisor's Office.

10.0 REMEMBER, AN ESCAPE OR TROUBLE MUST BE REPORTED AT ONCE TO THE SWITCHBOARD OPERATOR.

10.1 In the event of burglary, illegal entry, theft or any other offense where fingerprints taken at the scene of the crime can be used in the identification and subsequent arrest of the guilty person or persons, do not touch, move or handle anything in or around the scene of the crime.

10.2 If reports of escapes or difficulties are made promptly, it will be possible to have someone on the scene in minimum time. There is a patrol car constantly patrolling the grounds and area. The Security Officer may be promptly reached by the Switchboard Operator.

A. REMEMBER, this unit is here to help YOU preserve law and order, protect the lives of our patients and personnel, and to protect State property. It is only with complete cooperation on your part that the Security Unit can function effectively.

B. In revising these regulations we have incorporated more detailed thinking both for the benefit of our employees and visitors to our institution. It is apparent that although the Security Force has this authority, they must use reasonable prudence in exercising this power.

C. Copies of this regulation are to be posted in various conspicuous areas throughout the institution and incorporated within the policy and nursing handbooks.

POLICE POWERS AND FUNCTIONS OF THE SECURITY UNIT

1.0 Recently the Director of the Department of Mental Hygiene requested the Attorney General of the State of California to clarify the authority of the Business Managers of the State Hospitals with respect to authority to regulate

A. Vehicular traffic

B. General police regulations

C. Permission to enter the grounds and inspection of vehicles

The sections noted below represent the conclusions of the Attorney General:

2.0 "State hospitals are authorized to regulate vehicular traffic upon their grounds with respect to speed, place of parking, and type of vehicle permitted to enter."

3.0 "Hospital regulations with respect to vehicular traffic may be established under Vehicle Code section #603, and enforced under Welfare and Institutions Code sections #6562 and #6563 by the Business Manager of the institution, those employees designated by him as police officers and by officers of the regularly constituted police authority having jurisdiction of the area."

4.0 "Permission to enter the grounds of a State hospital may be given on condition that an inspection of the person or vehicle may be required to determine whether or not articles detrimental to the welfare of patients are being taken into the institution (alcoholic beverages and/or weapons) or State property is being removed. Proper notice of this regulation being given, search may be made by police officers of the institution where they have reason to believe there is a violation of the regulations or a public offense is being committed."

5.0 Your attention is also invited to section #6562, California State Welfare and Institutions Code, which designates the Business Manager as principal peace officer for the institution and places the responsibility for appropriate regulations to insure compliance with this section.

6.0 "The Business Manager may, with the sanction of the Superintendent, establish rules and regulations, not inconsistent with law, for the government of the hospital buildings and grounds. The Business Manager shall preserve the peace thereon and arrest or cause the arrest and appearance before the nearest magistrate for examination, of all persons who attempt to commit or have committed a public offense thereon."

7.0 "Any person who knowingly or wilfully violates the aforementioned rules and regulations may, upon order of the superintendent or business manager, be ejected from the buildings and premises of the hospital."

8.0 The Welfare and Institution Code also specifies under Section #6563 the function of a police or security force and directly places the security of the personnel, buildings and grounds, directing and handling all phases of traffic problems, maintaining an identification bureau, handling routine and special investigations and emergencies that may arise at any time with the same powers as any metropolitan police officer.